



# APPLICATION FOR RENEWAL OF THE COACHING AUTHORIZATION

State of Iowa  
**Board of Educational Examiners**  
**Licensure**  
Grimes State Office Building  
400 E. 14<sup>th</sup> St.  
Des Moines, Iowa 50319-0147

Revised 1/08

**INSTRUCTIONS: (Incomplete applications may be returned.)**

1. Include the nonrefundable \$85 fee.
  2. Have your attendance at official rules meetings and coaching workshops and clinics verified by the signature of your principal or athletic director. If you are using coaching classes for renewal, attach official/original college/university transcripts of credit
  3. Include a copy of a certificate showing that you have recently taken a "Mandatory Reporter Of Child And Dependent Adult Abuse" class
  4. Send all materials and check or money order (made payable to Board of Educational Examiners) to the address above.
  5. Please allow 6 to 8 weeks to process.
- Name changes require a photocopy of official legal documentation.

Applicant's Folder #	Social Security #	Date of Birth Month    Day    Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Home Phone (    )	Work Phone (    )	Email Address	

**Background Information:**

For any "Yes" response attach a written explanation on 8 1/2 x 11" paper. Be sure to include the date of the violation. DO NOT explain on this application form. \*If you have reported a "Yes" response on a previous application, check PR (previously reported) instead of "Yes" on this application if no further conviction(s) has occurred.

- a. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a felony?
- b. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a crime other than parking or speeding violations (report any OWIs)?
- c. Yes ☐ No ☐ PR ☐ Have you ever had a founded report of child abuse made against you?
- d. Yes ☐ No ☐ PR ☐ Have you ever had an educational license denied, revoked, or suspended?
- e. Yes ☐ No ☐ Are you a United States citizen?

If you answered "No," check if you are:

- ☐ a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
- ☐ an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year.  
(If so, please provide appropriate documentation.)
- ☐ a foreign national not physically present in the United States.
- ☐ other – Please provide a detailed explanation on a separate 8 1/2 x 11 sheet of paper.

**Statement of Fraud:** An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Requirements for the Coaching Authorization

**Renewal of the coaching authorization** requires attendance at 5 renewal activities, none of which may be older than 5 years at the time of renewal, and all of which must be attended after the issuance of the last license. These activities may include:

**Coaching Classes** — (sponsored or offered by an accredited college or university, Area Education Agency, professional athletic assoc., the Iowa High School Athletic Assoc., or the Iowa Girls High School Athletic Union.)

**Rules Meetings** — (sponsored by the Iowa High School Athletic Assoc. or the Iowa Girls High School Athletic Union.)

**Coaching Clinics** — (sponsored or offered by an accredited college or university, Area Education Agency, professional athletic association, the Iowa High School Athletic Association, or the Iowa Girls High School Athletic Union.)

**Coaching Workshops** — (sponsored or offered by an accredited college or university, Area Education Agency, professional athletic association, the Iowa High School Athletic Association, or the Iowa Girls High School Athletic Union. Clinics and workshops sponsored by local districts may be acceptable if the events were designed for, advertised to, and open to the public.)

**Ethics Workshop** — After July 1, 2000, a workshop in the ethics and legal responsibilities of coaches is required as a renewal activity for individuals who have never held an Iowa **teaching** license. This workshop is available at agencies/institutions offering approved coaching authorization programs. An **original** transcript or certificate of completion must be submitted with the renewal application to verify completion of the workshop. Again, this class may count as one renewal activity.

**Mandatory Reporter Of Child And Dependent Adult Abuse Class**—Effective September 1, 2002, all applicants renewing a coaching authorization must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel. Include a **copy** of this certificate. It may count as one renewal activity.

1. _____ Rules Meeting, Clinic, Course, or Workshop Attended	_____ Where Held	_____ Sponsored By	_____/_____/_____ Date
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1. _____ Rules Meeting, Clinic, Course, or Workshop Attended	_____ Where Held	_____ Sponsored By	_____/_____/_____ Date

**Statement: I hereby affirm that the included information is accurate:**

_____ Signature of Principal or Athletic Director	_____/_____/_____ Date Signed
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Printed or Typed Name of Principal or Athletic Director